

## **Medical Billing and Customer Service**

Apex Paramedics - Denver, CO

\$19-\$21/hr

Apex Paramedics is growing! We are looking for people with a background in Medical Billing and Customer Service. The experience needed includes insurance verification, understanding an explanation of benefits, and customer service. Apex Paramedics offers a robust benefit package, newly renovated office space (including a gym for all employees!), potential to work remotely, and a warm and inviting work culture. If you like to work with fun people and align with our core values of honesty, accountability, and service please apply!

Looking for the following positions:

-Patient Collections

Salary commensurate with experience. \$1.50 differential for Spanish speaking phone representatives.

### **Essential Job Functions May Include the Following**

- Working with patients on the phone - both incoming and outgoing phone calls.
- Verifying insurance benefits for eligibility
- Problem solving
- Collecting and/or creating payment arrangements for unpaid balances

### **Education or Certification**

- High School Diploma or GED required
- Ambulance/Medical Billing or Coding Certification a plus

### **Experience and Skills**

- 1-2 years of experience in medical billing (ambulance billing a plus)
- Strong interpersonal skills and a positive attitude
- Strong attention to detail
- Excellent verbal and written communication skills
- Knowledge of PC applications (Windows)
- Bilingual (Spanish/English) a plus

Job Type: Full-time

Pay: \$19.00 - \$21.00 per hour